

CONFIDENTIAL

3 March 1967

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT: Reprint of 1955 Correspondence Handbook

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1. As you requested I have reviewed the reprinted Correspondence Manual and find:

- a. The reprint was made 15 October 1965.
- b. On the reprint the 1955 date was deleted.
- c. Illustrations of forms were updated on pages 59 through 67.
- d. Form numbers in the text were changed to conform with updated illustrations on pages 59 through 68.
- e. The old Correspondence Handbook [ ] is dated May 1955. In June 1958 the DCI section was changed by Regulations Staff. During the October 1965 reprint the printer inadvertently used the old May 1955 negatives for the DCI chapter (pages 55 through 58).

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2. This reprint was made in an effort to respond to many requests to this Staff for guidance on the preparation of correspondence. A revision of the Handbook was in process at the time but would require considerably more time to be published. Consequently, since the existing Handbook was considered to be better than nothing, the stock was replenished in October 1965. The forms illustrations were so obviously obsolete the correct forms samples were substituted.

3. One hundred copies were printed and distributed to all Records Officers and anyone that requested them just as was done with the Handbook in the past. Fifty copies went to the Interim Assignment Pool on 16th Street. EOD's are taught that when assigned their new office procedure would prevail, but this manual was to be a general guide and point of departure for them. For years every stenographer left the pool with a copy of the 1955 edition of the Correspondence Handbook.

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4. In reviewing the DCI section in the reprint, I consider it a fortunate accident that the 1955 section was used rather than the 1958 section which is replete with references to Mr. Dulles, General Cabell, and their correspondence procedures.

5. In reply to your question as to our next step, I would recommend that we increase our effort to publish an up to date revision of the Correspondence Handbook. Your idea of deleting the DCI section from the general manual and publishing it as a smaller booklet for offices concerned is excellent. We could put such a note in the revision and circulate a memo asking for contributions.

6. Finally, I believe the reprint was a sincere, conscientious effort to provide an interim solution for a pressing problem. I find absolutely nothing to indicate any intent to circumvent the Regulatory Issuance procedure and authority. I feel we have no problem other than producing an updated manual.

[redacted]  
CIA Records Administration Officer

Distribution:

Original & 1 - Addressee  
1 - RAB file

DDS/SSS/RAB/[redacted] jms (3 March 1967)

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